

# LAKE HAVASU CITY, ARIZONA

## CLASS SPECIFICATION

**CLASS TITLE: Police Officer**

<b>BAND</b>	<b>GRADE</b>	
<b>P</b>	<b>11</b>	
<b>DEPARTMENT:</b> Police	<b>ACCOUNTABLE TO:</b> Police Sergeant	<b>FLSA STATUS:</b> Non-exempt
<b>CLASS SUMMARY:</b> Incumbents are responsible for enforcing federal, state and local laws and ordinances. Duties include: patrolling assigned area in a marked patrol car, directing traffic for special events and emergency situations, making a police presence known, enforcing vehicle and traffic laws, conducting accident investigations, detecting and preventing criminal activity, transporting prisoners, taking reports, collecting and preserving evidence, apprehending criminals and offenders, answering and responding to radio calls for assistance, assisting other law enforcement agencies and the fire department, conducting V.I.N. inspections, acting as the jailer, and collecting intelligence information.		
<b>DISTINGUISHING CHARACTERISTICS:</b> This is the first level of a six level police officer series. The Police Officer is distinguished from the Senior Police Officer in that the Police Officer is not certified to conduct training and does not work in special programs.		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	<b>FRE-QUENCY</b>	
1.	Performs crime prevention and police service activities to include: enforcing federal, state and local laws and ordinances; responding to all calls; enforcing vehicle, traffic and parking regulations; patrolling assigned beat in order to ensure a high visibility police presence; apprehending criminal offenders; conducting property checks on vacant homes and closed businesses; directing traffic for special events and emergency situations; assisting lost/stranded citizens; relieving the Dispatchers; committing mental patients; providing CPR; and, conducting V.I.N. inspections.	Daily	
2.	Conducts investigations and interviews with suspects, victims and witnesses; provides counseling and offers referrals; acts as a jailer.	Weekly	

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3.	Collects intelligence information.	Weekly	
4.	Performs other duties of a similar nature or level.	As Required	

**Knowledge** (position requirements at entry):

Knowledge of:

- Federal, state, local and vehicle laws and ordinances;
- Laws of arrest;
- Police procedures;
- Crime prevention techniques;
- Criminal behavior;
- Emergency response techniques;
- Health and Safety Codes;
- Radio communication and procedures.

**Skills** (position requirements at entry):

Skill in:

- Writing technical reports;
- Handling people in all types of situations;
- Responding to emergencies;
- Using force to stop or prevent equal or greater force;
- Administering first aid;
- Gathering information and evidence;
- Using equipment such as two-way radios, police vehicles and weapons;
- Using office equipment such as phones, copiers and fax machines;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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**Training and Experience** (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) preferably supplemented by course work in criminal justice, and/or military service experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

Positions require:

- Valid Arizona Driver's License;
- United States Citizenship;
- State certification as a Police Officer;
- Ability to pass a background examination.

**Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to work space restrictions, intense noises, travel and deadly weapons.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (hkn)

Date: 05/98

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